



**Councillor Duncan Rawlinson  
Town Mayor**

**Nichola Payne Chief Officer  
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21<sup>st</sup> June 2023

## **ALL COMMITTEE MEMBERS BURNHAM-ON-CROUCH TOWN COUNCIL**

Dear Sir/Madam,

### **TOWN COUNCIL STAFFING COMMITTEE MEETING**

You are summoned to attend a **Staffing Committee Meeting of the Burnham-on-Crouch Town Council**, to be held in the council chamber of these offices on **Tuesday 27<sup>th</sup> June @ 7:30pm**

Yours faithfully,

*Nichola Payne*

Chief Officer

## **AGENDA**

- 1 ELECTION OF A NEW CHAIRPERSON**  
To elect a new chairperson following the agreement of a new staffing committee at the annual statutory meeting held on 16<sup>th</sup> May 2023.
- 2 APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- 3 DECLARATIONS OF INTERESTS**  
**All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.**
- 4 MINUTES AND REPORTS**  
To agree the process and procedures for the taking and distribution of minutes of meetings and reports.
- 5 EXCLUSION OF THE PUBLIC AND PRESS**  
Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 6 TO PROVIDE AN UPDATE ON STAFFING MATTERS**  
**To Receive a copy of the confidential report**
- 7 CLOSURE OF THE MEETING**  
To close the Meeting having considered and determined all items of business.